

## PROPOSAL PREPARATION INSTRUCTIONS

Award will be based solely on the evaluation of your proposal. In accordance with the evaluation criteria specified in the solicitation be sure to address any previous experience you have had subcontracting with the University or the Department of Energy. Your proposal must be tailored to address the evaluation criteria in the solicitation and must demonstrate that you are capable of performing the requirements of the statement of work or specification. The proposal must be specific, detailed, and complete and must clearly affirm and establish your thorough understanding of the requirements.

To facilitate the University's evaluation of your proposal, be sure to discuss in detail how you intend to perform the work described in the statement of work or specification. Do not use generic statements (such as "the offeror understands and will comply with all requirements," or phrases such as "standard operating procedures will be used" or "well-known techniques will be employed") or paraphrase the statement of work or parts of it. These statements will be considered insufficient and may result in rejection of your proposal.

**Unnecessarily Elaborate Brochures or Proposals.** Unnecessarily elaborate brochures or other presentation materials beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of your lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are not necessary or desired.

**Discussions.** You are cautioned that selection of the successful offer and award may be made without discussions with offerors. Your initial proposal should include your most favorable terms from a technical and pricing standpoint.

**Restriction on Disclosure and Use of Data.** To avoid data in your proposal from being disclosed to the public and/or otherwise being used by the University or the government you must

- Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the University or the Government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal. If, however, the subcontract is awarded to this offeror as a result of or in connection with the submission of data, the University and the Government shall have the right to duplicate, use, or disclose the data to the extent provided for in the resulting subcontract. This restriction does not limit the University's or the Government's rights to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheet(s) {insert the numbers or other identifier}."

PROPOSAL PREPARATION INSTRUCTION, cont.

- Mark each sheet of data you wish to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

**Communications.** Offerors shall direct all oral and written communications regarding this solicitation to the contract specialist shown below. This includes any perceived need for clarifications regarding the technical requirements of the solicitation. Direct communications with the University technical representative or Government sponsor of the requirement, about this solicitation or its requirements, other than through the University contract specialist, may result in the elimination of your proposal from consideration.

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Contract Specialist

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Phone Number

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Fax Number

**Explanations.** If you desire an explanation or interpretation of the solicitation, drawings, statement of work, etc., you must request it in writing within (10) days of receipt of the solicitation to allow sufficient time for a reply to reach all prospective offerors before the submission of their offers. Verbal explanations or instructions given before the award of the subcontract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors if the information is necessary for submission of an offer or if lack of the information would be prejudicial to any other prospective offerors.